

## **Chapter II: Security and Confidentiality**

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***How to Obtain a CRIS Code***

In order to request a CRIS code, everyone needs to complete a CRIS Access Form and have the form signed by their supervisor. Submission of this form is required for assignment, modification or deactivation of CRIS access privileges, as mandated by NIH Information Technology (IT) Security Requirements located at [http://irm.cit.nih.gov/nihsecurity/NIH\\_IT\\_Sec\\_Requirements.pdf](http://irm.cit.nih.gov/nihsecurity/NIH_IT_Sec_Requirements.pdf). This policy specifies that all users of an IT system are only granted access to applications and information based on their job function and need to know.

In addition, there are two documents that each user needs to complete to receive their logon and password.

1. NIH Clinical Center Confidentiality Agreement
2. CRIS Password Reset Secrets  
There will be 5 questions listed and users can provide a response to 3 of them in order to reset their password should they forget it. Otherwise they will be required to physically come to DCRI and show their ID badge.

To access the document, visit the following web site:

**<http://cris.cc.nih.gov/public/cristraining/accounts.html>**

The form requires a supervisor's signature and must be returned to the Department of Clinical Research Informatics at the Clinical Center.

Deliver the completed and signed form

- In person, to Building 10, Clinical Center, Room 1C290
- Through interoffice mail to 10/1C290, CRIS ACCESS
- Or, by mail to CRIS ACCESS, NIH CC 10/1C290, Bethesda, MD 20892-1172.

If you have any questions about CRIS code access or forms contact the CRIS Support Center at 301-496-8400.